

M S D P



MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR A DESIGNATED MANAGERIAL POSITION AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

CLASSIFICATION: **SUPERVISING ENVIRONMENTAL PLANNER**

POSITION TITLE: **OFFICE CHIEF – ENVIRONMENTAL NORTH**

SALARY: **\$6334 - \$6984**

LOCATION: **DISTRICT 6 – FRESNO**

FINAL FILING DATE: **JUNE 30, 2006**

DUTIES/RESPONSIBILITIES

Under the general direction of the Central Region Environmental Division Chief, the Office Chief – Environmental North represents the Central Region in environmental planning matters of multi-district significance and is responsible for managing the work of a multidisciplinary staff conducting comprehensive environmental studies, preparing environmental documents for transportation projects, reviewing consultant prepared environmental documents, monitoring construction projects for compliance with mitigation monitoring plans and permit conditions. The incumbent maintains a proactive relationship with federal, state and local agencies to prevent project delays during the environmental process. Incumbent will spend time in District 6, District 9 and District 10. Responsibilities include, but are not limited to:

- Supervises senior level staff in the Central Region Environmental Services North area. Responsible for large environmental document branches in Fresno, producing Environmental Impact Statements and other complex environmental documents in District 6, District 9 and District 10.
- Environmental specialist branches in Fresno providing cultural, environmental enhancement, Quality Assurance and Quality Control, oversight and support for the

Region.

- Environmental services branches in District 6, District 9 and District 10 responsible for providing environmental clearance for minor and major transportation projects, and oversight projects sponsored by local agencies.
- Directs the implementation of task management for projects in District 6, District 9 and District 10. Responsible for negotiating resolutions with a variety of Caltrans functional managers to assure project work plans and schedule commitments are met.
- Directs the work involving the environmental analysis, reviews, and sensitive negotiations, which affect transportation projects of regional and statewide significance. Ensures consistent and uniform application of statewide environmental policies, standards, procedures, guidelines and practices, including the training of district staff.
- Serves as the Caltrans' representative for multi-project/program level environmental negotiations with federal, state and local transportation and resource agencies and the public.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Either I

One year of experience in the California state service performing the more difficult and complex work on special environmental projects or research studies as an in-house consultant; or managing an interdisciplinary team preparing environmental studies and preparing environmental documents in a class at a level equivalent to that of Senior Environmental Planner.

Or II

Experience: Five years of experience in conducting comprehensive environmental studies of statewide significance and preparing environmental documents, at least one year of which must have been equivalent in level to work performed by a Senior Environmental Planner in the California state service. **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and techniques of supervision and personnel management; differences of impacts of multimodal forms of transportation on the environment; methods of administering environmental projects and programs; Department's equal employment opportunity program objectives; a manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives; methods of planning, organizing, directing and controlling major statewide differences in, and uses of, multimodal forms of transportation considering various environmental factors.

Ability to: Coordinate environmental investigations of proposed projects; review and evaluate local plans in relation to statewide environmental interests; incorporate the input of interested groups and agencies into the environmental planning and analysis process; supervise others in their work; solicit necessary expertise to complete environmental studies or meet project goals; effectively contribute to the department's equal employment opportunity objectives; supervise and direct the activities of others; participate as a witness in local hearings.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated track record of successful project, program or product delivery.
- Demonstrated knowledge of project development and environmental process principles and procedures.
- Demonstrated knowledge of organizational and policy issues facing Caltrans and the current responses to such issues.
- Demonstrated knowledge of budget processes, workload standards and resource management.
- Demonstrated knowledge of capital outlay project development and environmental processes.
- Demonstrated knowledge and commitment to the quality in Caltrans programs and demonstrated application of its principles.
- Demonstrated broad spectrum of interpersonal communication skills which are necessary to address a variety of internal and external issues; ability to accomplish organization goals and analyze personnel and politically sensitive problems and issues.
- Demonstrated understanding of team dynamics and significant experience leading teams..
- Demonstrated flexibility and eagerness to work in a challenging, ever changing environment.
- Demonstrated ability to communicate effectively both orally and in writing; ability to make presentations to groups and high level government officials as well as the media.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final filing date of **June 30, 2006**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
Attn: Kathy Hawkins
2015 E. Shields #100
Fresno, CA 93726**

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE
ELIMINATED FROM THE EXAMINATION.**

Questions regarding this examination process should be directed to: Liz Ochoa, MSDP Analyst at (916) 227-7466/Calnet 8-498-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857/Calnet 8-498-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.